



# TriCounty

## TECHNICAL COLLEGE

CORPORATE AND COMMUNITY EDUCATION

Fall/Winter 2020 Course Schedule | 864-646-1700 | [www.tctc.edu/LEARN](http://www.tctc.edu/LEARN)



IT'S TIME  
TO TAKE THE

# NEXT STEP!



# FAST, FOCUSED, FLEXIBLE

TRAINING THAT WORKS



# WELCOME TO TCTC CCE!

**WHAT IS CCE?** The Corporate and Community Education Division (CCE) at Tri-County Technical College offers fast, flexible, focused training programs to promote and support student success, workforce development, our community, and our local economy.

Some of our most popular programs are listed in this booklet, but to see everything available to you and for updates, visit [www.tctc.edu/learn](http://www.tctc.edu/learn). Course schedules and prices listed in the schedule booklet are subject to change without notice.

***SCHOLARSHIP OPPORTUNITIES ARE AVAILABLE.  
CALL 864-646-1700 FOR DETAILS.***

**WHY ENROLL?** The CCE program offerings include courses in professional development, short courses, seminars, workshops, apprentice opportunities, and nationally recognized certification programs called QuickJobs training. The training programs are designed to help individuals gain hands on experience, career advancement, obtain or maintain professional certification or licensure, and/or to secure and sustain employment. The courses offered provide a variety of formats including in-class, on-site, hybrid, and online courses.

**QUICKJOB CERTIFICATES:** These short term certificate programs provide training for high-demand jobs, designed to lead to immediate employment within 6 months or less. The

QuickJob training program includes compressed training usually tied to a national, state, and/or third party criteria/requirements so that when you achieve your certificate(s), it is meaningful to employers in our area and beyond.

**PERSONAL ENRICHMENT:** These courses will allow you to explore new interest, develop skills and/or further your passion.

**CUSTOMIZED TRAINING:** For companies interested in workforce development, we offer fully customized courses that are developed and designed to strengthen your teams, motivate your employees and help your business succeed. We can offer the training at our college or bring it to you, on-site, to help save you time and money.

## WAYS TO REGISTER

- 1. ONLINE:** Search for courses, register, and pay with a credit or debit card online at [www.tctc.edu/Learn](http://www.tctc.edu/Learn).
- 2. BY PHONE:** 864-646-1700 or toll-free (within the 864 area code) 1-866-269-5677, ext 1700.
- 3. IN PERSON:** Stop by our Pendleton campus to register and pay in person: Monday–Thursday: 8 am–6:30 pm, Friday: 8 am–2 pm. (Accepted forms of payment are cash, personal & cashier's check, and money order.)

**PENDLETON CAMPUS:** 7900 Hwy 76, Pendleton, SC  
(Industrial & Business Development Center)



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**CHANGE NOTIFICATION:** Due to the COVID-19 pandemic, the Corporate and Community Education Division reserves the right to make the necessary revisions, as needed, to accommodate students affected by course and schedule changes and curricula delivery method. This includes but not limited to canceling or rescheduling courses. Please visit [tctc.edu/Learn](http://tctc.edu/Learn) for course updates.

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## **LEGENDS AND ABBREVIATIONS**

<b>M = MONDAY</b>	<b>Anderson QJC</b> —Anderson QuickJobs Center, 512 Michelin Blvd, Anderson
<b>T = TUESDAY</b>	
<b>W = WEDNESDAY</b>	<b>Anderson</b> —Anderson Campus, 511 Michelin Blvd, Anderson
<b>R = THURSDAY</b>	
<b>F = FRIDAY</b>	<b>AnMed</b> —AnMed Health, Anderson
<b>S = SATURDAY</b>	<b>Cannon</b> —Cannon Memorial Hospital, Pickens
<b>U = SUNDAY</b>	
	<b>Easley</b> —Easley Campus, 1774 Powdersville Rd, Easley
	<b>Oconee</b> —Oconee Campus, 552 Education Way, Westminster
	<b>Oconee QJC</b> —Oconee QuickJobs Center, 104 Vocational Dr, Seneca
	<b>OMH</b> —Oconee Medical Hospital, Seneca
	<b>Pendleton</b> —Pendleton Campus, 7900 Hwy 76, Pendleton
	<b>Pickens QJC</b> —Pickens QuickJobs Center, 1774 Powdersville Rd, Easley
	<b>ITC</b> —Industrial Technology Center, Sandy Springs, 5321 Highway 76, Pendleton

## **ICONS**

**QJ** **QuickJobs Certificates** are the most in-demand programs in our area. Designed to train you and get you into the workforce within 6 months or less. Class locations vary by program.



**National Certification:** These programs incorporate a national exam, which if passed, will result in a certificate that is recognized nationally.



**Acceleration Learning Center:** Course is held at the Acceleration Learning Center.



**Online Course:** Course is offered online.



**VA Approved:** Many courses in this catalog have been approved for the GI Bill program by the state approving agency. Contact us for more information.

**FOR UP-TO-THE-MOMENT INFORMATION ON OUR SPECIAL EVENTS, SCHOLARSHIPS, COURSES AND MORE, FIND US ON FACEBOOK AT [WWW.FACEBOOK.COM/TCTC.CCE](http://WWW.FACEBOOK.COM/TCTC.CCE).**

# GET STARTED

YOU'RE MERE MONTHS FROM A NEW CAREER



## IN ABOUT *ONE MONTH*:

- Certified Fiber Optics Technician
- Truck Driving (CDLA, CDLB or Dump Truck Driver)
- Real Estate Professional (First Year Sales, Post Licensing)
- Pre-Highway Inspector: SCDOT Asphalt Roadway/Earthworks Certification
- Flagger
- Certified Nursing Assistant (CNA)
- Customer Service Representative
- Certified Sales Professional

## IN ABOUT *TWO MONTHS*:

- SC Manufacturing Certification (SCMC)
- Electrical Wiring, Residential
- Heavy Equipment Operator
- Certified Logistics Technician
- Electrocardiograph Technician (EKG)



## IN ABOUT *THREE MONTHS*:

- Computer Service Technician
- Network Support Specialist
- Phlebotomy Technician
- Power Line Worker
- Real Estate Agent
- Human Resources (SHRM-CP)
- Human Resources (SHRM-SCP)

## IN ABOUT *FOUR MONTHS*:

- Electrical Wiring, Commercial
- CNC Operator



## QUICKJOBS

### TRAINING PROGRAMS FAST, FLEXIBLE, FOCUSED TRAINING

QuickJobs Training Programs are six months or less, and some are as short as a few weeks. These short-term certificate programs provide training for high-demand jobs, and while they are designed to lead to immediate employment, many of the courses will transfer for credit toward Tri-County Technical College's academic programs. QuickJobs Training Programs have been developed for fields where there is strong local job growth.

### TRAINING SCHOLARSHIPS AVAILABLE!

EVENINGS, WEEKENDS, HYBRID  
CLASSES AND ONLINE CLASSES!



## IN ABOUT *FIVE MONTHS*:

- Bookkeeping & Payroll Specialist
- Business Office Support Specialist (BOSS)
- Culinary Certificate
- Medical Office Administrative Specialist with Essentials of Billing & Coding

## IN ABOUT *SIX MONTHS*:

- Emergency Medical Technician (EMT)
- Mechatronics
- Medical Billing and Coding Specialist





**INTERESTED IN A QUICK JOB TRAINING PROGRAM?  
FAST, FLEXIBLE, FOCUSED TRAINING THAT WORKS!**

**REGISTER TO  
ATTEND AN OPEN HOUSE!**



COMPUTERS & IT



CONSTRUCTION



MANUFACTURING



BUSINESS



TRANSPORTATION



HEALTHCARE

**SELECT A DATE THAT WORKS BEST FOR YOU!**

**DATES: SEPTEMBER 8 • SEPTEMBER 22 • OCTOBER 6 • OCTOBER 20 • NOVEMBER 10  
NOVEMBER 24 • DECEMBER 8**

**CHOOSE A SESSION: 9-10 AM OR 4:30-5:30 PM**

**LOCATION: PENDLETON CAMPUS, INDUSTRIAL AND BUSINESS DEVELOPMENT CENTER**

**WE LOOK FORWARD TO YOUR VISIT DURING ONE OF OUR OPEN HOUSE EVENTS! TO REGISTER, VISIT  
[WWW.TCTC.EDU/LEARN](http://WWW.TCTC.EDU/LEARN) OR CALL 864-646-1703.**

TCTC continues to closely monitor the evolving situation regarding the Coronavirus (COVID-19). If we are unable to host the event on campus, we will invite you to join our Virtual Open House. If you have registered for an open house, you will receive updates if circumstances do not allow us to safely welcome you to the event on campus. If the event is switched to a Virtual Format, prior to the event, you will receive a Zoom meeting invite.

**FOR UPDATES, VISIT OUR FACEBOOK PAGE AT [FACEBOOK.COM/TCTC.CCE](https://facebook.com/tctc.cce) OR CALL 864-646-1700.**

**LEARN ABOUT OUR VA  
APPROVED PROGRAMS!**



This is a great opportunity to utilize your educational and training benefits to transition into a new career. Look for the VA Approved icon next to our course listings.



# ACCELERATION LEARNING CENTER FOR OFFICE PROFESSIONALS



The **Acceleration Learning Center for Office Professionals**, located at Pendleton Campus, is a unique learning experience.

Courses are offered under the guidance of an instructor-mentor in the following formats:

- **Mentored Learning Computer Lab.** Instead of taking your classes in a traditional classroom setting with one instructor teaching one course at a time, you will take your classes in a computer lab setting where you will work on one class at a time independently with access to an instructor-mentor. Computer lab hours are Monday–Wednesday, 8 am to Noon.
- **Mentored Online Learning.** Or, instead of physically coming to campus, you may take your classes online with access to an instructor-mentor.
- **Combination of Computer Lab & Online.** Or, you may create a learning plan that uses a combination both classroom/computer lab and online.

An instructor-mentor is available to assist you whether you come to campus or take your class(es) online. With online access to your classes, you're able to work from home or work, accelerating the pace of your course/program.



You may take individual courses (provided the prerequisite requirements are met) or you may take a series of specific courses to complete a number of various certificate programs. In addition, national certification opportunities are available. Below are the many options we have available.

## CHOOSE A CERTIFICATE OPTION...

### BOOKKEEPING & PAYROLL SPECIALIST

**QJ** **ALC** **CONTINUOUS START DATES**

This course is designed to provide training for an entry-level accounting and/or payroll specialist position. The certificate earned will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. Courses include: Foundation of Accounting, Excel: Beginning, Excel for Accounting, Payroll Accounting, and Quickbooks.

### BUSINESS OFFICE SUPPORT SPECIALIST (BOSS)

**QJ** **ALC** **CONTINUOUS START DATES**

This course is designed to help you prepare for employment in today's computerized offices. Administrative professionals are the largest segment of the office workforce! Today's skills include excellent customer service and proficient use of technology. You will use integrated computer software applications for organization and scheduling, document preparation, storage, retrieval, and bookkeeping with an emphasis on electronic record-keeping. Courses include Microsoft Word, Excel, PowerPoint, Customer Service, and QuickBooks (optional). For individuals who complete QuickBooks, they will be eligible to take the QuickBooks Certified User (QBCU) exams. Also, additional certification prep course options are available for individuals who would like to earn a Microsoft Office Specialist (MOS) Word, Excel, and/or PowerPoint Certification.

# **FAST, FOCUSED, FLEXIBLE**

## **COURSES NOW OFFERED ONLINE OR IN A MENTORED CLASSROOM/COMPUTER LAB OR A COMBINATION OF BOTH!**

### **CONTINUOUS START DATES!**

#### **MEDICAL OFFICE ADMINISTRATIVE SPECIALIST WITH ESSENTIALS OF BILLING & CODING**



**CONTINUOUS START DATES**

This program prepares students for entry-level employment in physicians' offices, clinics, hospitals, billing companies, outpatient care centers, ambulatory healthcare services, state and local government agencies, medical and diagnostic laboratories, nursing care facilities, etc. Upon successful completion of this program, students will be trained and prepared to effectively and proficiently handle the administrative operations within a medical facility.

Topics include: Computer Skills, Word Processing, Medical Terminology, Professional and Career Responsibilities, Interpersonal Communications, Records Management, Written Communications, Financial Administration (Includes bookkeeping, procedure coding, diagnostic coding, insurance claim submissions), and Managing the Office.

Upon completion of the Medical Office Administrative Specialist Certificate program, you will be prepared to take the Certified Medical Administrative Assistant (CMAA) national certification exam, offered by National Healthcare Association (NHA).

#### **ALSO AVAILABLE...**

- Computer Concepts
- Customer Service Specialist

#### **INDIVIDUAL CLASSES ALSO OFFERED!**

Microsoft Office: Word, Excel & PowerPoint, QuickBooks, Keyboarding, Windows, Computer Basics, and More!

#### **VALUE ADDED – STACKABLE CREDENTIALS**

Ask us about other certification options!

- Microsoft Office Specialist (MOS)\*
- Customer Service Certification (ICSA)
- Certified Medical Administrative Assistant (CMAA)
- QuickBooks Certified User (QBCU)\*



**FOR MORE INFORMATION, PLEASE CALL 864-646-1733 OR VISIT [WWW.TCTC.EDU/ALC](http://WWW.TCTC.EDU/ALC).**

**REGISTER TO ATTEND AN OPEN HOUSE!** September 8, September 22,  
October 6, October 20, November 10, November 24, December 8 • 9-10 AM or 4:30-5:30 PM

We look forward to your visit during one of our Open House Events! To register, visit [www.tctc.edu/learn](http://www.tctc.edu/learn) or call 864-646-1703. If we are unable to host the event on campus due to Coronavirus (COVID-19) concerns, we will invite you to join our Virtual Open House. See page 5 for more details.



# BUSINESS ADMINISTRATION

## ACCOUNTING FUNDAMENTALS

### ACCOUNTING FUNDAMENTALS

In this course, you'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. For more information, visit [www.tctc.edu/ed2go](http://www.tctc.edu/ed2go) or call 864-646-1700.

Starts 9/16 ..... ONLINE..... \$139

Starts 10/14..... ONLINE..... \$139

Starts 11/11 ..... ONLINE..... \$139

Starts 12/9 ..... ONLINE..... \$139

### QUICKBOOKS: GET GOING

This course is taught by a Certified QuickBooks ProAdvisor. Textbook is included. Students will be introduced to the following topics: Getting Started, Setting Up a Company, Working with Lists, Setting Up Inventory, Selling Your Product, Invoicing for Services, Processing Payments, Working with Bank Accounts, Entering and Paying Bills, and Memorizing Transactions.

9/17–9/24..... R ..... 5:30–9:30 pm ..... \$225

### QUICKBOOKS: KEEP GOING

This course is taught by a Certified QuickBooks ProAdvisor. Textbook is included. Students will be introduced to the following topics: Customizing Forms, Using Other QuickBooks Accounts, Creating Reports, Creating Graphs, Tracking and Paying Sales Tax, and Preparing Payroll with QuickBooks.

**PREREQUISITE:** Computer skills and beginner-level experience with QuickBooks or QuickBooks: Get Going

10/15–10/22....R ..... 5:30–8:30 pm ..... \$225

### ONLINE QUICKBOOKS

Learn to manage the financial aspects of your small business quickly and efficiently using Quickbooks. Online courses start each month and last six weeks for a total of 12 (2 hour) lessons!

Starts 9/16 ..... ONLINE..... \$149

Starts 10/14..... ONLINE..... \$149

Starts 11/11 ..... ONLINE..... \$149

Starts 12/9 ..... ONLINE..... \$149

For more information, visit [www.tctc.edu/ed2go](http://www.tctc.edu/ed2go) or call 864-646-1700.

**FOR MORE INFORMATION ON ANY OF OUR BUSINESS ADMINISTRATION PROGRAMS, VISIT [WWW.TCTC.EDU/LEARN](http://WWW.TCTC.EDU/LEARN).**

**SEE OUR ACCELERATION LEARNING CENTER INFO ON PAGES 6–7 FOR DETAILS ON BOOKKEEPING & PAYROLL SPECIALIST AND BUSINESS OFFICE SUPPORT SPECIALIST (BOSS).**

## MICROSOFT OFFICE VALUE SUITE

Learn to use the basic features of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, three of the most fundamental software programs used in educational and professional settings. New Classes Start each month!

Starts 9/16 ..... ONLINE.....\$349

Starts 10/14..... ONLINE.....\$349

Starts 11/11 ..... ONLINE.....\$349

Starts 12/9 ..... ONLINE.....\$349

Also, individual classes are offered every month for \$155 each.

For more information, visit [www.tctc.edu/ed2go](http://www.tctc.edu/ed2go) or call 864-646-1700.



## HUMAN RESOURCES

### SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE

SHRM Essentials is ideal for those who are:

1) New to HR, 2) Small business owners, and 3) Managers and professionals with

HR responsibilities. Included in the program is a printed reference book and web-based study tools and resources to help you master HR concepts.

Topics covered in this course include:

- Human Resource Management
- Talent Acquisition
- Total Rewards
- Learning and Development
- Performance Management

9/22–10/20.... T ..... 6–9 pm ..... Pendleton.....\$599

Includes course manual and access to the web-based software for 18 months from the date of purchase. For more information, visit [www.tctc.edu/shrm](http://www.tctc.edu/shrm).





# BUSINESS ADMINISTRATION

## SHRM LEARNING SYSTEM® FOR SHRM-CP AND SHRM-SCP CERTIFICATIONS

This 36-hour course, designed primarily as preparation for SHRM's Certified Professional (CP) and Senior Certified Professional (SCP) examinations, combines expert instruction with the 2019 SHRM Learning System. The hybrid format helps participants to work at a manageable pace, and ideally encourages a more comprehensive, and better retained, learning experience. In addition to administering formal learning materials, the instructor will provide real-world examples, and peer discussion is encouraged. Classes are offered within a condensed evenings schedule, to help meet the needs of busy professionals. The classroom sessions also provide an excellent opportunity for participants to network with other HR professionals. **Who Should Enroll?** Professionals who enroll in this course have typically worked in human resource positions for at least two years. Includes all materials.

9/10–12/3..... R .....6–9 pm..... Pendleton.....\$1,595

## REAL ESTATE

Considering a career in real estate? Classes are available for individuals interested in First Year Sales, Property Management, Post Licensing, Broker A & B Management courses or continuing education credits. Visit [www.tctc.edu/RealEstate](http://www.tctc.edu/RealEstate) for more information.

### RLS500 REAL ESTATE I: FIRST YEAR SALES–PRE LICENSE\*

9/8–9/17 .....M–R.....8:30 am–5:30 pm .... Pendleton .... \$479

10/5–10/15.....M–R.....8:30 am–5:30 pm .... Pendleton .... \$479

11/2–11/12.....M–R.....8:30 am–5:30 pm .... Pendleton .... \$479

### RLS501 ADVANCED PRINCIPLES IN REAL ESTATE\*

9/21–9/25 .....M–F .....9 am–3:30 pm..... Pendleton .... \$305

10/12–11/11 .....MW .....6–8:40 pm..... Pendleton .... \$305

10/19–10/23.....M–F .....9 am–3:30 pm..... Pendleton .... \$305

11/16–11/20 ....M–F .....9 am–3:30 pm..... Pendleton .... \$305

\*Real Estate course prices subject to change.

# NEW

## TRI-COUNTY TECHNICAL COLLEGE SALES INSTITUTE CONSULTATIVE SALES

### NEW! CONSULTATIVE SELLING: CERTIFIED SALES PROFESSIONAL

Every business needs satisfied customers to be successful. One in four open job postings requires sales or customer-facing skills. Consultative Selling is the heart of the sales process. Sales is not pushing things on people; sales is connecting people's needs with the products and services of your organization. Students in Consultative Selling will build and hone the fundamental skills necessary for effective sales and customer support conversations. Students will learn to build relationships, gain interest, understand needs, present solutions (not pitches), close for true commitment, and handle genuine customer objections. In the real world, everyone wants to be comfortable with making decisions, and they value the sales or support person who helped them achieve that comfort. Consultative Selling students will learn the exact same sales skills that have been taught to sales professionals worldwide. Graduates of Consultative Selling will be highly prepared to get hired and perform well in sales careers.

### CONSULTATIVE SELLING: CERTIFIED SALES PROFESSIONAL LIVE

9/28–9/30 .....MTW ..... 8:30 am–5 pm ..... Pendleton..... \$1,185

10/26–10/28..MTW ..... 8:30 am–5 pm ..... Pendleton..... \$1,185

11/23–12/16 ..MW ..... 6–9 pm ..... Pendleton..... \$1,185

**FOR MORE INFORMATION, CALL 864-646-1700 OR VISIT [WWW.TCTC.EDU/SALES](http://WWW.TCTC.EDU/SALES).**

**1 IN 4 POSTED JOBS  
ARE IN SALES**

# BUSINESS ADMINISTRATION

## OPERATIONS

### SIX SIGMA LEAN

Learn Six Sigma and gain the knowledge and tools necessary to help analyze data, improve business processes and control the future process to be more efficient and with minimal errors. Both programs are offered completely online to be taken at your own pace.

### LEAN SIX SIGMA GREEN BELT (Exam Cost Included)

**Start Anytime. Hours: 120 .....\$1,895**

In this program, you will learn Lean Six Sigma process improvement projects from start to finish. As a Green Belt, you can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. Visit [www.tctc.edu/onlinesixsigma](http://www.tctc.edu/onlinesixsigma).

### LEAN SIX SIGMA BLACK BELT WITH 1-ON-1 PROJECT COACHING (Exam Cost Included)

**Start Anytime. Hours: 75 .....\$2,695**

Further develop your process improvement, project management and leadership skills using clear language and plenty of practical examples. You'll also receive 1-on-1 project coaching with a Master Black Belt to ensure that your project is completed properly and efficiently. Visit [www.tctc.edu/onlinesixsigma](http://www.tctc.edu/onlinesixsigma).



## SMALL BUSINESS/ENTREPRENEUR

### STEPS TO STARTING A BUSINESS

This workshop provides basic information for anyone considering starting a small business or non-profit. Topics include:

- Myths and realities of being an entrepreneur
- Marketing considerations—customer targets, pricing, promotion, etc.
- Start-up funding
- Financial and accounting tool
- Business plan essentials

9/24 .....R .....5:30–7:30 pm..... Pendleton .... FREE

11/19.....R .....5:30–7:30 pm..... Pendleton .... FREE

**FREE PROGRAM**

**AARP**  
FOUNDATION

## Are You 50 or Over and Looking for Full-Time Work?

Start the next step of your search with **BACK TO WORK 50+** at Tri-County Technical College. Our team can help you update your job search strategies, practice for interviewing and networking, and enroll in training programs that employers value.

**CALL TOLL FREE (855) 850-2525.**

**REGISTER FOR A SMART STRATEGIES FOR 50+ JOBSEEKERS WORKSHOP WHERE YOU CAN:**

- Learn about the 7 Smart Strategies you need to get back into the workforce.
- Apply for the Back To Work 50+ Coaching & Training Program.
- Receive a free job search guide.

### DATES AT TRI-COUNTY TECHNICAL COLLEGE

9/24 ..... R .....2–4:30 pm .....Pendleton Campus ..... FREE

11/10 ..... T .....4–7 pm .....Pendleton Campus ..... FREE

# COMPUTERS AND INFORMATION TECHNOLOGY

## ENTRY-LEVEL IT CERTIFICATIONS TO JUMPSTART YOUR CAREER OR HELP YOU START A NEW ONE!

If you're curious about which IT certifications will provide the most job opportunities and help launch your tech career, look no further! According to online IT job postings, here are the top in-demand IT Certifications.

### COMPUTER TECHNICIAN/A+ CERTIFICATION PREP (Voucher Included)

Learn the essentials of installing software, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, preventive maintenance, customer service, and communication skills. Also, class will prepare students for the CompTIA® A+® National Certification Exams. No class 11/3. Voucher included. Upon successful completion of this course, students may request a complimentary voucher for the CompTIAA exam.

9/8–12/8..... T ..... 5:30–9:30 pm ..... Pendleton..... \$1,995

### COMPTIA IT FUNDAMENTALS+ (Voucher Included)

Prove that you know today's technologies with CompTIA IT Fundamentals. From networking and cyber security essentials to hardware and software basics, IT Fundamentals demonstrates your readiness for the digital workplace. Certification: CompTIA IT Fundamentals+

ONLINE–Start Anytime 100 hours..... \$895

### CISCO CCNA CERTIFICATION TRAINING (Voucher Included)

One of the most sought after entry-level cyber security credentials. If you want to gain the foundational knowledge you need to enter the networking business, becoming a Cisco Certified Network Associate (CCNA) is an excellent career move.

ONLINE–Start Anytime..... 225 Hours ..... \$2,495

### COMPTIA NETWORK+ (Voucher Included)

Learn the fundamentals you need to obtain a CompTIA™ Network+ certification and start a career as a network technician. You'll master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices.

ONLINE–Start Anytime 110 Hours..... \$1,895

### COMPTIA SECURITY+ (Voucher Included)

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. With the massive amounts of data transmitted and stored on networks throughout the world, it's essential to have effective security practices in place. That's where CompTIA Security+ comes in to prepare candidates to fulfill these responsibilities. Get the Security+ certification to show that you have the skills to secure a network and deter hackers and you're ready for the job.

ONLINE–Start Anytime..... 80 Hours ..... \$1,895

FOR MORE INFORMATION ON ANY OF OUR IT PROGRAMS, VISIT [WWW.TCTC.EDU/IT](http://WWW.TCTC.EDU/IT).

## WEB DESIGN CERTIFICATE

Need a more flexible schedule? Our online Web Design Certificate program focuses on the foundation of web design, creating web pages, and marketing on the Internet.

New courses start each month. \$139 each

Starts 9/16, 10/14, 11/11 and 12/9.

### CREATING WEB PAGES

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### INTRO TO CSS3 AND HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

### INTRO TO JAVASCRIPT

Build on your knowledge of HTML and CSS by learning to add interactivity to your Web pages with JavaScript code and jQuery.

### INTRODUCTION TO PHOTOSHOP

Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images.

### ACHIEVING TOP SEARCH ENGINE

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

VISIT [WWW.TCTC.EDU/WEB](http://WWW.TCTC.EDU/WEB).







Quick. Affordable. Effective.

# Online Courses

Bundled to Save You \$\$!

**SAVE!**

## SUITE & SERIES DISCOUNTED BUNDLES

Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area.

### SUITES

- Administrative Assistant Suite
- Basic Computer Skills Suite
- Computer Networking Suite
- Grant Writing Suite
- Microsoft Office Value Suite
- Project Management Suite

- Web Design Value Suite
- Writing and Editing Value Suite

### SERIES

- Accounting Fundamentals Series
- Grammar Refresher Series
- HTML and CSS Series
- Medical Terminology Series

- Microsoft Excel Series
- Microsoft Word Series
- PMP Series
- QuickBooks Series
- Speed Spanish Series
- Supervision and Management Series
- Vet Assistant Series

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

### Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

Call or visit our website to view course descriptions, start dates and enroll:

**864-646-1700**

**[www.tctc.edu/OnlineBundles](http://www.tctc.edu/OnlineBundles)**



## Online Career Training Programs

Our online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

**All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.**

### Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

## Jump Start Your Career or Find a New One

- CPC Medical Billing and Coding (Voucher Included)
  - Certified Bookkeeper
  - Human Resources Professional
  - Certified Medical Administrative Assistant (CCMA)(Voucher Included)
  - Certified Outpatient Coder (Voucher Included)
  - HVACR Certified Technician
  - Professional Bookkeeping with QuickBooks, Software Included
  - Web Applications Developer
  - Payroll Practice and Management (Voucher Included)
  - SSCP Systems Security Certified Practitioner (Voucher Included)
  - CompTIA Security+ Certification Training (Voucher Included)
  - CompTIA A+ Certification Training (Voucher Included)
  - ICD-10 Medical Coding
  - CompTIA Healthcare IT Technician
  - Certified Information Systems Security Professional (CISSP)
  - Grant Writing
  - Certified Wedding Planner
  - Advanced Hospital Coding and CCS Prep
  - CNA: Routing and Switching (Voucher Included)
  - CBCS Medical Billing and Coding (Vouchers Included)
- AND MANY MORE!**

For more information, visit [www.tctc.edu/JumpStart](http://www.tctc.edu/JumpStart) or call (864) 646-1700.

# CULINARY

## Essentials of the Professional Kitchen

### CULINARY CERTIFICATE

#### GET STARTED IN A CAREER IN CULINARY ARTS!

The Essentials of the Professional Kitchen Culinary Certificate Program is designed to equip you with basic skills in culinary arts for the professional kitchen. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Topics emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

You'll learn about the interesting, multifaceted careers available in the restaurant industry. You'll be taught how restaurants run in both front and back of the house operations. You'll begin by developing knife skills and progress to learning cooking methods for different foods and gain hands-on experience in a modern up-to-date kitchen. Also, you'll be certified in sanitation and will develop both individual and team culinary skills through small- and large-scale food production.

For more information or to be placed on the interest list, call 864-646-1700.

#### WORKFORCE SCHOLARSHIPS AVAILABLE!



9/14/20–3/2/21 ..... MT ..... 6–9 PM ..... Pendleton ..... \$2,750

\* No class 11/3/20, 12/23/20–1/3/21, 2/16/21

## LIFE AND LEISURE

### DIGITAL PHOTOGRAPHY I

Do you know everything about your camera? Looking to learn how to be a great photographer? By taking this introductory course, you'll learn digital camera operation and photographic fundamentals. Topics include: Basic introduction to the features of the camera including an overview of the buttons on the outside of the camera and discussion about the most used menus in the camera. You'll learn how to set up your camera and get off the automatic setting for creative control of your pictures. In addition, you'll learn exposure fundamentals and how to use the functions of your camera to create photographs you want others to see. Additional class discussions include light, film, exposure, light meter, aperture, shutter, ISO, the lens, depth of field, and the digital camera functions white balance, histogram and setting file format size. Any film or digital camera can be used; however, the preferred camera should be an adjustable 35mm SLR with manual capability. BOOK: *Understanding Exposure, 4th Edition: How to Shoot Great Photographs with Any Camera*, Bryan Peterson, ISBN 978-1-60774-850-2.

9/9–11/11 ..... W ..... 6–8:30 pm ..... Pendleton ..... \$299

1/12/21–3/16/21 ..... W ..... 6–8:30 pm ..... Pendleton ..... \$299

### DIGITAL PHOTOGRAPHY II

Apply techniques learned in Digital Photography I to further creative technique using motion control and depth of field. Emphasis is on composition, seeing light, using scene elements to express depth and dimension, creative exposure control, and continuing to improve both technique and knowledge of the photographic process. Any film or digital camera can be used; however, the preferred camera should be an adjustable 35mm SLR with manual capability. Prerequisite: Digital Photography I.

BOOK 1: *Understanding Exposure, 4th Edition: How to Shoot Great Photographs with Any Camera*, Bryan Peterson, ISBN 978-1-60774-850-2. BOOK 2: *Learning to See Creatively, Third Edition: Design, Color, and Composition in Photography*, Bryan Peterson. ISBN: 978-1607748274

1/13/21–3/17/21 .... W ..... 6–8:30 pm ..... Pendleton ..... \$299

3/23/21–5/25/21 ... W ..... 6–8:30 pm ..... Pendleton ..... \$299



# HEALTHCARE

## DIRECT PATIENT CARE



**American  
Heart  
Association®**

**AUTHORIZED  
TRAINING  
CENTER**

### **CPR / BASIC LIFE SUPPORT / HEALTHCARE PROVIDER (ONLINE BLENDED-INSTRUCTOR-LED SKILLS CHECK)**

S ..... 9 am–12:30 pm.....Pendleton ..... \$79

(1.5 hr skills sessions)

Dates: 8/22, 9/12, 9/26, 10/10, 10/24, 11/14, 12/12

### **CPR / BASIC LIFE SUPPORT / HEALTHCARE PROVIDER (COMPLETELY INSTRUCTOR-LED)**

S ..... 9 am–2:30 pm .....Pendleton ..... \$79 (plus \$20 Book)

Dates: 10/10, 10/24, 11/14, 12/12



### **PHLEBOTOMY TECHNICIAN CERTIFICATE QJ**

Phlebotomists are specialized clinical support assistants who collect blood and other samples from patients for examination in laboratories, the results of which provide valuable information for diagnosing illness. Duties include: collection and preparation of specimens; maintenance of collection areas and equipment and supplies; performance of record keeping duties. Upon successful completion of program requirements, students will be able to sit for the Phlebotomy certification with ASCP. Course includes 60 hours of classroom & lab and 100 hours of clinical experience. Clinical hours will vary. Prerequisites of Medical Terminology with Anatomy & Physiology, Healthcare Professionalism and CPR- Basic Life Support/Healthcare Providers required. Certification exam included in cost of tuition. Book(s) additional.

**Schedule to be announced**

MW ..... 6-9pm .....AnMed/Pendleton .....\$1,320

### **MEDICAL TERMINOLOGY**

This course is a prerequisite for ECG, Phlebotomy and Medical Billing & Coding. It provides instruction in the skills needed for the proper building and dissecting of medical terminology; to have a clear understanding of standard rules using word parts to form medical terminology; to have an overview of medical terms in the context of basic anatomy and physiology; and to understand Latin and Greek word parts to interpret unfamiliar words. Book(s) additional.

11/2–12/21 .... MW..... 6–9 pm.....Pendleton ..... \$510

## **HEALTHCARE PROFESSIONALISM**

This course is a prerequisite for ECG and Phlebotomy. It discusses in detail the following topics: the key elements of professionalism; the health care industry and your role; your work ethic and performance; personal traits of health care professionals; relationships, teamwork and communication skills; cultural competence and patient care; professionalism and your personal life; the practicum experience; employment and professional development. Book(s) additional.

11/3–12/15 .... TR ..... 6–8 pm.....Pendleton ..... \$278

### **ELECTROCARDIOGRAM TECHNICIAN (ECG) CERTIFICATE QJ**

ECG Technicians are responsible for performing electrocardiogram tests in hospitals and physician offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instructions for collecting information and data about a patient's heart using electrocardiography. Topics include: identifying heart rhythms, operation of a 12-lead electrocardiograph machine, treadmill stress tests and use of a Holter monitor, legal and professional aspects of patient contact. Course includes 45 hours of classroom & lab plus clinical experience. Clinical hours will vary. Prerequisite of Medical Terminology with Anatomy & Physiology, Healthcare Professionalism and CPR-Basic Life Support/Healthcare Providers required. National certification exam and book(s) included in cost of tuition. \$10.00 material fee not included. Clinical hours vary.

10/6–12/11 ..... TR ..... 6–9 pm.....Pendleton ..... \$1,250



### **NURSE AIDE CERTIFICATE WITH ALZHEIMER'S & DEMENTIA QJ VA**

The Nurse Aide is the primary direct care giver in long-term care, home health, hospitals, and private duty services. This course, approved by the South Carolina Department of Health and Human Services (SCDHHS), contains a combination of classroom lecture, simulated laboratory care and hands-on clinical experience in a long-term care facility which qualifies you to take the SC Nurse Aide Competency



# HEALTHCARE

Exam which is required to work in a variety of healthcare facilities and organizations. This course also includes the Alzheimer's and Dementia seminar. Prerequisite of CPR- Basic Life Support/ Healthcare Providers required. National certification fees included in cost of tuition. Book(s) additional.

**8/24–9/29 ..... MTWRF ..... 8 am–1 pm ..... Pendleton ..... \$1,399**

**Clinical times: 8 am–1 pm**

**10/5–11/12 .... MTWR ..... 1–5 pm ..... Easley ..... \$1,399**

**Clinical times: 7:30 am–4 pm**

**11/16–12/21 .. MTWRF ..... 8 am–Noon ..... Pendleton ..... \$1,399**

**Clinical times: 7:30 am–4 pm**

## IV THERAPY

This certificate program is designed to educate health care professionals in the principles and practice of intravenous therapy with an emphasis on venipuncture techniques, equipment, precautions, complication of intravenous therapy and nursing responsibilities. This course includes 6 hours of class and skills practice with a post course requirement to submit documentation of 3 successful IVs for the award of a 6-hour certificate in IV Therapy.

Note: Due to South Carolina practice laws, only licensed or certified healthcare professionals may administer IV Therapy. Must provide proof of current certification.

**10/20–10/22 ..... TR ..... 6–9 pm ..... Pendleton ..... \$261**

## PATIENT CARE TECHNICIAN TRACK

Diversify your healthcare skills by enrolling in our PCT track to gain the knowledge and skills for this in-demand position. Obtaining these skills will expand your options for employment and make you a valued team member in the hospital, emergency department, physician practices, and other areas. Courses will include:

- Nurse Aide with Alzheimer's and Dementia
- Phlebotomy Technician
- Electrocardiograph Technician
- Patient Care Technician

National Certification fees are included with each course. Schedules may vary as you progress through the courses and may include morning, afternoon, and evening classes. Prerequisites required.

## PATIENT CARE TECHNICIAN

This course will include a review of Nurse Aide, Phlebotomy and Electrocardiograph along with material pertaining specifically to Patient Care Technician. Prerequisites of CPR-Basic Life Support/ Healthcare Providers, Medical Terminology with Anatomy & Physiology, Healthcare Professionalism, Nurse Aide with Alzheimer's & Dementia, Electrocardiography Technician and Phlebotomy Technician required. National certification and book(s) are included in the cost of tuition.

**11/9–12/9 ..... MW ..... 6–9 pm ..... Pendleton ..... \$613**

## HEALTH INFORMATION MANAGEMENT

### MEDICAL BILLING AND CODING QJ

The main role of medical billing and coding specialists is to ensure health providers are paid for medical services rendered. They are responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Without them, healthcare businesses could not function efficiently. This course includes ICD-10, CPT, HCPCS and Health Insurance & Billing. Prerequisite of Medical Terminology with Anatomy & Physiology required. Book(s) additional.

**Spring 2021, MW, 6–9 pm, Anderson QJC, \$1,660**



## EMERGENCY RESPONSE

### EMERGENCY MEDICAL TECHNICIAN CERTIFICATE QJ

Emergency Medical Technicians (EMTs) provide emergency care to the critically ill and injured at an emergency scene. Our EMT program is certified and regulated by the SC Department of Health and Environmental Control. Successful completion qualifies you to take the National Registry certification examination and become certified in South Carolina. This 200-hour program meets the new National Registry and SC DHEC/EMS standards. Prerequisite includes satisfactory scores on Accuplacer, WorkKeys, or EMS Testing (offered at no charge by CCE). College Transcript may be substituted. The NREMT Practical Exam is included in the cost of tuition. Book(s) additional.

**Schedule to be announced ..... \$1,700**

*For more information, call 864-646-1700.*

**SEE OUR ACCELERATION LEARNING CENTER INFO ON PAGES 6–7 FOR DETAILS ON MEDICAL OFFICE ADMINISTRATIVE SPECIALIST WITH ESSENTIALS OF BILLING & CODING.**

# HEALTHCARE

## PHARMACY TECHNICIAN

### PHARMACY TECHNICIAN

Pharmacy Technicians work side by side with pharmacists in every pharmacy setting to provide assistance in prescription preparation, customer service, and pharmacy management. Students learn the skills necessary for prescription preparation and basic pharmacy management which requires studies in pharmacy calculations, aseptic and non-sterile compounding, state and federal pharmacy law, medication safety and use, and communications. Students will be exposed to the various aspects of pharmacy practice not only in the classroom but also in simulation laboratories and experiential education opportunities.

The Pharmacy Technician program also meets the requirements of the South Carolina Board of Pharmacy for pharmacy technicians seeking to be state certified. The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP). TCTC



is also a Pharmacy Technician Certification Board (PTCB)-recognized Sterile Compounding Education and Training site for SCAT (Sterile Compounding and Aseptic Technique).

**Begins 9/14 .....MTR .....8 am–12 noon.....Pendleton ..... \$8,150**  
**For more information, call 864-646-1700.**

## PERSONAL TRAINER



Are you looking to become a Certified Personal Trainer? The National Academy of Sports Medicine (NASM) is the premier certification for Personal Trainers in the United States. This is a 78-hours course with 32 hours being online and 46 hours being a mixture of class, lab and experiential training. Students who successfully complete this course will become certified with a NASM Personal Trainer Certificate as well as receiving a NASM Certificate of Distinction for successfully completing the program through Tri-County Technical College. Prerequisite of CPR-Basic Life Support/ Healthcare Providers required. Testing is included in the cost of tuition.

As a Certified Personal Trainer, your workplace options will vary depending on your career interest as a Trainer. Potential employment and workplace options include:

- **Fitness and Recreational Centers:** Your job will involve creating training plans, overseeing workouts, and monitoring progress for multiple clients.
- **Civic and Social Organizations:** Organizations like the YMCA/YWCA employ Trainers who have a passion for fitness and a desire to provide useful health information.
- **Hospitals and Rehabilitation Centers:** For patients who are recovering from injuries, many hospitals and rehabilitation centers will employ Personal Trainers to work with rehabilitating patients.
- **Self-Employment:** For Trainers who are also comfortable marketing and promoting themselves, self-employment can be a great career option.

**QJ 9/8–10/15.. 6–10 pm..... Pendleton.....\$1,660**

**Hybrid-in classroom T & R, online M & W**

**For more information, call 864-646-1700.**



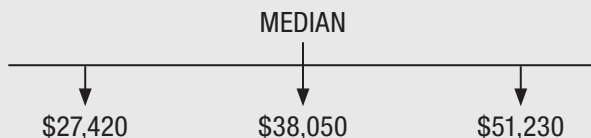
# HEAVY EQUIPMENT OPERATOR



## Heavy equipment operator salary information

Greenville-Anderson area

Source: Bureau of Labor Statistics, 2019 wage data



## Get training with local job prospects and great salary potential!

With support from our local employer partners, we are offering Heavy Equipment Operator training on the following equipment: utility tractor, skid steer, front-end loader, roller/compactor and mini-excavator. The training will carry nationally-recognized certifications from the National Center for Construction Education and Research (NCCER).

**Course 1:** Basic Construction Skills includes NCCER Core Safety, OSHA 10, and American Heart Association (CPR)

**Course 2:** Heavy Equipment Level 1 with modules of Skid Steer, Front End Loader, Roller/Compactor and Mini-Excavator.

Scholarships are available for those who qualify.

For more information, attend one of our Open Houses, visit [www.tctc.edu/HEO](http://www.tctc.edu/HEO), or call 864-646-1700.

## Our partners:



### COURSE DETAILS

9/8–11/4; 10/26–12/22.....M–R, 8 AM–5 PM and F, 8 AM–2 PM.....Anderson QJC.....\$4,476





## CONSTRUCTION

### ELECTRICAL WIRING CERTIFICATE **QJ**

Take all 4 Electrical Wiring classes & save!

All 4 ..... \$1,899 (Includes Mandatory Books)

Homes, businesses, and factories require more wiring than ever before, and electricians will be needed to install the necessary components. Learn installation of residential and commercial/industrial electrical circuits. Employment of electricians is projected to grow 19% from 2012–2022, faster than the average for all occupations. Book(s) additional. For more information, call 864-646-1700.

#### Electrical Wiring I: Residential

As you prepare for a career as an electrician, Electrical Wiring I of the electrical wiring series will provide training in the installation of residential electrical circuits. Students will learn basic electrical wiring concepts, electrical theory, Ohm's law and types of services for residential applications.

9/1–10/1 ..... TR ..... 6–9 pm ..... Pendleton ..... \$450

#### Electrical Wiring II: Residential

As you prepare for a career as an electrician, Electrical Wiring II of the electrical wiring series will provide training in the installation of residential electrical circuits. Students will expand their knowledge of the National Electrical Codes, calculations, wiring devices and troubleshooting

10/6–11/10 .... TR ..... 6–9 pm ..... Pendleton ..... \$450

No class 11/3

#### Electrical Wiring III: Commercial

Students preparing to take Electrical Wiring III: Commercial need to have taken Residential Electrical Wiring I & II or have two years of experience in the field before taking Electrical III. At the end of this course, students will understand the basics of commercial wiring. Topics include: 1) Electrical Safety; 2) Ohm's Law including series and parallel circuits; 3) Proper conductor sizing; 4) Voltage drops; 5) Electrical grounding; 6) Raceways; and 7) Conduit bending.

11/17–12/19... TR ..... 6–9 pm ..... Pendleton ..... \$450

No class 11/26

#### Electrical Wiring IV: Commercial

Students preparing to take Electrical Wiring IV: Commercial classes need to have taken Residential Electrical Wiring I & II and Electrical Wiring III: Commercial or have two years of experience in the field before taking Electrical Wiring IV: Commercial. At the end of this course, students should be able to enter the commercial field as a journeyman. Topics include: 1. Sizing raceways (bending conduit, junction boxes, etc.); 2. 3-Phase Power; 3. 3-Phase Transformers; 4. Motor control circuits; 5. Motor installation; 6. Refrigeration and hermetic systems; 7. Basic troubleshooting.

1/7/21–2/9/21 ..... TR.....6–9 pm ..... Pendleton ..... \$450

### JOURNEYMAN/MASTER ELECTRICIAN EXAM PREP

You will study the National Electrical Code as you prepare to take the license examination. Two years of experience under the supervision of a licensed electrician is required to sit for the license examination.

9/9–12/16..... W ..... 6–9 pm ..... Pendleton ..... \$599

No class 11/25

### RESIDENTIAL BUILDER LICENSE EXAM PREP

Prepare for the SC Residential Home Builder Exam. Learn how to utilize the State-approved reference books as a quick-reference guide to help pass the exam. Topics include building construction methods, materials quantity take-off/estimating, insurance, and other incidental requirements. Minimum requirements must be met before registering for the examination. Textbooks and license fees not included. In addition, a calculator (TI-30 or equivalent) is required.

10/5–10/15.... M–R.....6–9 pm.....Pendleton.....\$399

### CERTIFIED FIBER OPTIC TECHNICIAN CERTIFICATIONS **QJ**

Designed for anyone interested in learning basic fiber optic networking and becoming certified by the Fiber Optics Association (FOA). For more information, visit [www.tctc.edu/Fiber](http://www.tctc.edu/Fiber) or call 864-646-1700.

#### Certified Fiber Optic Technician (CFOT)

11/16–11/18 ... M–W.... 8 am–5 pm..... Pendleton.....\$950

#### Certified Fiber Optic Specialist/Testing & Maintenance (CFOS/T)

11/19–11/20 .... RF ..... 8 am–5 pm..... Pendleton.....\$850

#### Certified Fiber Optic Specialist/Splicing (CFOS/S)

11/21 ..... S ..... 8 am–5 pm..... Pendleton.....\$850



### PRE-HIGHWAY CONSTRUCTION INSPECTOR/ TESTING TECHNICIAN **QJ**

Don't want to be stuck in an office all day? Learn about equipment, concepts, specifications, and testing procedures to become a highway construction inspector. You will receive both classroom and hands-on training as well as attempt all testing requirements. Available for SCDOT Asphalt Roadway Technician certification, SCDOT Earthwork & Base Course Technician certification, and SCDOT Hot Mix Asphalt Level 1 Quality Control Technician certification.

For more information, visit [www.tctc.edu/PreHwy](http://www.tctc.edu/PreHwy) or call 864-646-1700.

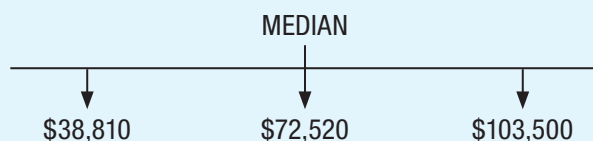
## Take Your Career To New Heights!



### Power line worker salary information

#### Greenville-Anderson area

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Line Installers and Repairers, [www.bls.gov/ooh/installation-maintenance-and-repair/line-installers-and-repairers.htm](http://www.bls.gov/ooh/installation-maintenance-and-repair/line-installers-and-repairers.htm)



### Power Line Worker Certification

Tri-County Technical College has partnered with Duke Energy in South Carolina to offer a comprehensive training program that will prepare individuals for entry-level line work positions. The Power Line Worker program will prepare students to successfully enter the electric utility industry as an apprentice with a broad understanding of the knowledge, skills, safe work practices and physical ability required to perform line work.

#### THE POWER LINE WORKER CURRICULUM:

**Course 1:** Basic Construction Skills includes NCCER Core Safety, OSHA 10, and American Heart Association (CPR)

**Course 2:** Power line worker safety, introduction to electric current, introduction to electric theory, climbing wooden poles, tools of the trade, aerial framing, utility service equipment, rigging, setting and pulling poles, trenching, excavating and boring equipment, introduction to electrical test equipment, alternating current and three phase, cable and conductor install and removal.

**Optional:** Commercial Driver's License (CDL A)

Scholarships are available for those who qualify.

**For more information, attend one of our Open Houses, visit [www.tctc.edu/power](http://www.tctc.edu/power), or call 864-646-1700.**

*"I really enjoyed the hands on aspect of the program. We had the opportunity to not just learn how it's done but to physically do it. I really liked the fact that Tri-County provided us with the equipment needed to give us the training to start our new careers. The instructor was very knowledgeable. Overall, I didn't just learn, I had a great time."*

IGOR GORETOY, FEBRUARY 2020 POWER LINE WORKER GRADUATE

#### COURSE DETAILS

8/31-11/18 & 11/9-2/12/2021 .....M-R, 8 AM-5 PM and F, 8 AM-2 PM.....Anderson QJC.....\$4,574





# INDUSTRIAL TECH / MANUFACTURING

## INDUSTRIAL / MANUFACTURING

### 10-HOUR OSHA GENERAL INDUSTRY STANDARDS

This course, designed for industry personnel, presents detailed information on how the provisions of the OSHA standards may be implemented in the workplace. Rights and responsibilities under the OSHA Standard, the appeals process, and record keeping are covered. The course also includes an introduction to OSHA's general industry standards and a review of the requirements of the more frequently referenced standards.

**2-Day Training: Call 864-646-1700 for dates and to register.**

**9 am–4 pm ..... \$249**



### POWERED INDUSTRIAL TRUCK TRAIN THE TRAINER

Students will learn to conduct training for operators of fork lifts and other powered industrial trucks. Course content includes the OSHA standard with a focus on training requirements, handouts, quizzes, tips for the demonstration requirement, and guidelines for setting up and conducting operator driving evaluations.

**2-Day Training**

**8 am–5 pm ..... ITC ..... \$595**

**On-site training available. Contact 864-646-2039 for scheduling.**

### MECHATRONICS QJ

Mechatronics courses combine various skills to teach students a comprehensive approach to developing solutions for work-specific applications. The curriculum combines a host of integrated skills that can be applied to a variety of job contexts. Skills found under the mechatronics technology umbrella build on practical knowledge the integration of motor controls, instrumentation, electronics, and PLCs.

**24 hours ..... 9 am–5 pm ..... Pendleton ..... \$895**

**See page 19 for schedule.**

### CNC OPERATOR QJ

The CNC Operator course is designed to develop skills required for CNC operators in the machining industry. The curriculum covers all aspects of CNC manufacturing at the basic level. During the course, students



will be exposed to shop equipment and the shop environment, applying what they learn. Lecture is integrated with hands-on lessons in the shop to develop a greater understanding of CNC machining.

### Scholarships Available

**M/W for 18 Weeks .... 5 pm–8:30 pm ..... ITC Campus ..... \$2,500**

**For more information, call 864-646-1700.**

### ANALYTIC TROUBLESHOOTING

Participants will be able to demonstrate an understanding of the basic principles of Problem Solving and Decision Making using the Kepner-Tregoe model. This course teaches the participants by using a blended approach of lecture, examples, case studies and actual problems brought in from the workplace.

**32 hours ..... 9 am–4 pm ..... \$995**

**On-site training available. Contact 864-646-2039 for scheduling.**

### SUPERVISOR CERTIFICATION

This course is designed to introduce the new supervisor to necessary skills for their new job, or hone the skills of the experienced supervisor. A blend of traditional concepts and emerging insights, this course addresses the most critical challenges in business today, such as globalization, transitional and temporary employees, virtual employees, outsourcing, and downsizing. Special attention to diversity and ethics also helps students develop a better sense of real-world situations. Also covers communication, decision making, conflict resolution, and other essential supervisory skills.

**15 Weeks**

**45 hours ..... T ..... 1–4 pm ..... \$1,200**

**For more information, call 864-646-1700.**

### OPERATOR OPTIMIZATION

A world class approach to maximize the effectiveness of operational assets and processes. With O2 production, operators share the responsibility for the condition of the performance of machinery and equipment, reducing downtime, breakdowns, and stoppages. Includes: TPM, OEE, Visual Maintenance, machine circuits, Mechanical principles.

**M–W ..... 9 am–5 pm ..... \$895**

**For more information, call 864-646-1700.**



# INDUSTRIAL TECH / MANUFACTURING

## MANUFACTURING SKILL STANDARDS COUNCIL

### **Gain a Nationally Recognized Certification in Just 4 Weeks**

MSSC offers complete training to enable workers to build the core knowledge and skills needed in modern manufacturing. You will learn the essential skills in Safety, Quality Practices & Measurement, Manufacturing Processes, and Production & Maintenance Awareness that will contribute to finding in-demand and higher wage jobs. Successfully passing the four modular assessments, individuals will receive a nationally recognized Certified Production Technician certification. Local manufacturing companies are interviewing and hiring out of this class!



**Schedule to be announced.....Pendleton..... \$2,500**

*For more information, call 864-646-2039 or attend an Open House.*



### **EMPLOYEE AND LEADERSHIP DEVELOPMENT**

The Center for Workforce Excellence provides training and services to manufacturing, service industries, government agencies, and employees on topics such as Supervision, Management and Team-Building. Specific and customized training is also available to upgrade the technical skills of industrial employees.

#### **LEAN TRAINING & IMPLEMENTATION OSHA 10 OR 30 • LEADERSHIP DEVELOPMENT WORKPLACE COMMUNICATION PROBLEM SOLVING • CONFLICT RESOLUTION**

For more information regarding course schedule and pricing, contact 864-646-2039.

## MECHATRONICS TECHNICIAN TRAINING

Training is designed to update and build skills for today's technician. Training is problem solving, project based, and emphasizes critical thinking.

- Costs \$895 per class
- Cost includes all materials and supplies
- Can be taken intermittently
- Training labeled 1, 2 must be taken in order

### **TRAINING INCLUDES:**

9/14–9/16 .....PLC I

9/21–9/23 .....Mec Lab

10/5–10/7 .....Motor Controls

10/26–10/28 .....PLC II

11/23–11/25 .....Robotics



**TO REGISTER, CALL 864-646-1700.**

**CORPORATE BILLING IS AVAILABLE BY  
CONTACTING 864-646-2039.**

# TRANSPORTATION / LOGISTICS

## TRANSPORTATION

### COMMERCIAL TRUCK DRIVING (CDL) QJ VA

Interested in a career in the trucking industry where the jobs are plentiful? The projected national job growth for trucking is expected to be 19% from 2010–2020.

In just 5 weeks, you can be licensed and ready for a new career. With a 97% placement rate, trucking companies are actively recruiting students from our classes. The course includes classroom instruction covering all federal requirements, field instruction on skill pad, behind the wheel driving and observation.

Hours of Training: Class A (160 Hours) Class B (70 hours) and Class B Dump Truck (80 hours).

### CLASSES START MONTHLY!

#### Class A Day Class\*

M–R ..... 8 am–5 pm ..... Anderson QJC ..... \$4,429  
F ..... 8 am–2 pm ..... Anderson QJC

#### Class A Night Class\*

M–R ..... 5:30–10:30 pm.... Anderson QJC ..... \$4,429

#### Class B Day Class\*

M–R ..... 8 am–5 pm ..... Anderson QJC ..... \$2,290  
F ..... 8 am–2 pm ..... Anderson QJC

#### Class B Night Class\*

M–R ..... 5:30–10:30 pm.... Anderson QJC ..... \$2,290

#### Class B Dump Truck Day Class\*

M–R ..... 8 am–5 pm ..... Anderson QJC ..... \$2,875  
F ..... 8 am–2 pm ..... Anderson QJC

#### Class B Dump Truck Night Class\*

M–R ..... 5:30–10:30 pm.... Anderson QJC ..... \$2,875

\* For current course dates and schedules, visit [www.tctc.edu/Truck](http://www.tctc.edu/Truck) or call 864-646-1700. Night driving is required with day classes. Some Saturdays may be required with the night classes.

**Requirements:** 10-year driving record, DOT physical, CDL beginner's permit, copy of Social Security card, current SC Driver's License, and DOT drug screen (administered the first day of class). If you do not pass the DOT drug screen, federal regulations indicate that you will NOT be allowed to stay in the program.

In addition to the CDL training, the following courses/services are offered:

- 40-Hour Refresher Course (Must possess a current CDL)
- Defensive Driving for Truck Drivers
- Permit Class
- Yard Operations
- Passenger Endorsement

For complete class listings, course descriptions and schedules, visit [www.tctc.edu/Truck](http://www.tctc.edu/Truck).

### DEFENSIVE DRIVING (POINT REDUCTION)

Drivers that have accumulated penalty points against their records; the completion of this course can provide up to a four point reduction against a driver's record by the S.C. Department of Highways and Public Transportation. Visit [www.scdmvmvonline.com](http://www.scdmvmvonline.com) to verify points are associated against license. You will learn how to avoid accidents by recognizing situations where accidents are most likely to occur and how to react defensively. Developed by the National Safety Council and taught by NSC certified instructors.

For additional information or to register, you may call the Corporate and Community Education office at (864) 646-1700 or 1-866-269-5677 ext. 1700 or visit [www.tctc.edu/learn](http://www.tctc.edu/learn).

**All classes are 8 hours in length. Fee: \$99.**

8/22 ..... S ..... 8:15 am–5:15 pm ..... Easley  
9/12 ..... S ..... 8:15 am–5:15 pm ..... Easley  
9/26 ..... S ..... 8:15 am–5:15 pm ..... Anderson  
10/10 ..... S ..... 8:15 am–5:15 pm ..... Pendleton  
10/26–10/27 ..... M–T ..... 6:00 pm–10:00 pm ..... Anderson  
11/14 ..... S ..... 8:15 am–5:15 pm ..... Easley  
11/30–12/01 ..... M–T ..... 6:00 pm–10:00 pm ..... Anderson  
12/12 ..... S ..... 8:15 am–5:15 pm ..... Pendleton

## MOTORCYCLE SAFETY

The Motorcycle Safety Training is held at the Anderson QuickJob Center in cooperation with the SC Rider Education Program. The training is for individuals who have never ridden a motorcycle, who are interested in learning basic techniques or to sharpen their current skills. Please note that a three hour online e-course is required before the first class. To access the e-course, a code will be emailed to you. During the first class, you must present the e-course certificate of completion to the instructor. Students must pass both a written and riding assessment and attend all sessions to receive a completion card. A valid driver's license is required during the first class meeting.

### Basic Motorcycle Class

Anderson QJC, \$299

Fri., 6–10 pm; Sat., 8 am–4 pm; Sun., 8 am–4 pm

**Dates:** 9/11, 9/12, 9/13; 10/2, 10/3, 10/4; 10/9, 10/10, 10/11; 10/23, 10/24, 10/25; 11/13, 11/14, 11/15; 11/20, 11/21, 11/22

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For more information, visit [www.tctc.edu/learn](http://www.tctc.edu/learn) or call 864-646-1700.



# TRANSPORTATION / LOGISTICS

## LOGISTICS

### **LOGISTICS CREDENTIALS FOR PROSPECTIVE & FRONT LINE EMPLOYEES WORKING IN FACTORIES, WAREHOUSES, TRANSPORT AND DISTRIBUTION CENTERS**



Tri-County Technical College's new Logistics programs cover nationally validated skills required for supply chain and logistics. Credentialing is offered by the Manufacturing Skill Standards Council (MSSC) to include the Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT).

### **COURSES OFFERED IN PERSON OR ONLINE**

#### **CERTIFIED LOGISTICS ASSOCIATE (CLA)—FUNDAMENTALS**

 (Online & Instructor-Led formats offered)

This course covers the global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operation, workplace communications, quality control principles, teamwork, and workplace

behavior to solve problems. This course is a prerequisite for CLT. Materials included.

8/31–9/30 .....MW .....5:30–8:30 pm

Pendleton/Online .....\$975

#### **CERTIFIED LOGISTICS TECHNICIAN (CLT)**

(Online & Instructor-Led formats offered)

This is an advanced class for obtaining the Certified Logistics Technician Certification. Topics include product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of HAZMAT materials, evaluation of transportation modes, dispatch and tracking, and metric conversion. Prerequisite: Successful completion of CLA is required. Materials included. Prerequisite: CLA.

11/9–12/9 .....MW .....5:30–8:30 pm

Pendleton/Online .....\$975

#### **FORKLIFT OPERATIONS & SAFETY (STAND-UP/SIT DOWN)**

Individuals will learn forklift operation, maintenance and safety. Course includes a review of OSHA regulations, safe operating guidelines, and hands-on practice and evaluation. Evaluation results are provided to the employer. Include practice on simulator and varying forklifts—sit down, standup, varying reach.

10/19–11/4 .....MW .....5:30–8:30 pm

ITC.....\$299

#### **LEAN FOR WAREHOUSE/DISTRIBUTION**

Topics include: Introduction 5S and Visual Control, the 5S' Sort, Set, Shine, Standardize & Sustain, and Visual Control Into Practice.

10/1–10/6 .....TR .....5:30–8:30 pm

Pendleton/Online .....\$179

#### **OSHA 10-HOUR GENERAL INDUSTRY STANDARDS**

Topics to be covered include: Walking and Working Surfaces, Exit Routes, Emergency Action Plans, Fire Prevention and Protection, Electrical, Personal Protective Equipment, and Hazzard Communication.

10/13–15.....TW .....5:30–8:45 pm

R .....5:30–9:45 pm

Pendleton/Online .....\$249

***Earn a South Carolina Certified Logistics Technician Certificate! QJ***  
***Bundle all of the Logistics classes to earn an additional certificate: South Carolina Certified Logistics Technician. Cost: \$2,675. For more information, call 864-646-1700.***



**REGISTER TO ATTEND  
AN OPEN HOUSE!**

**CHOOSE A SESSION  
9-10 AM OR 4:30-5:30 PM**

**SEPTEMBER 8**

**SEPTEMBER 22**

**OCTOBER 6**

**OCTOBER 20**

**NOVEMBER 10**

**NOVEMBER 24**

**DECEMBER 8**

**PENDLETON CAMPUS  
IBDC BUILDING**

**TO REGISTER, VISIT  
TCTC.EDU/LEARN OR  
CALL 864-646-1703.**

**IF WE ARE UNABLE TO HOST THE EVENT ON  
CAMPUS DUE TO CORONAVIRUS (COVID-19)  
CONCERNS, WE WILL INVITE YOU TO JOIN  
OUR VIRTUAL OPEN HOUSE. SEE PAGE 5  
FOR MORE DETAILS.**



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# **PHARMACY TECHNICIAN**

**NOW ENROLLING!**

*The program gives students the necessary skills and hands-on training  
to become a Certified Pharmacy Technician (CPhT).*

**SCHOLARSHIPS ARE AVAILABLE!**

*See page 16 for more information, or call (864) 646-1700 or  
visit [tctc.edu/Learn](http://tctc.edu/Learn).*

**THE DEMAND FOR PHARMACY  
TECHNICIANS IS EXPECTED TO GROW 7%  
FROM 2018-2028!**

FASTER THAN AVERAGE, BASED ON BUREAU OF LABOR STATISTICS, U.S. DEPARTMENT OF LABOR,  
OCCUPATIONAL OUTLOOK HANDBOOK